

Traineeship Specification Form

Note: This file is a PDF Form file. It cannot be saved after filling. To save a completed form, please print it or use a PDF printer.

General Information

Name of the company/organisation

Short description of the company/organisation

Address

Country

Phone

E-Mail

Website

Contact Person

Name

Surname

Phone

E-Mail

ELS/Alumni of ELSA?

yes

no

Type of Organisation/Company

Private

- Bank
 Consulting Firm
 Insurance Company
 Law Firm
 Notary

Other

Public

- Court
 Educational Institute
 Government
 Intergovernmental Organisation
 NGO
 Public Administration

Information about the Traineeship

General Information

Preferred Start Date Preferred End Date

I would like to take a trainee whenever during the year for the duration of

Number of trainees you want to take

Payment (after deductions) per

Required Academic Background of the trainee

Educational requirement

Please state the language skills required and the respective level thereof.
You can name maximum two languages. B = Basic; G = Good; F = Fluent

Legal Skills

Please name the legal skills required of the trainee, ranked as follows: N = None, G = General, A = Advanced
Please note that it is not possible to choose more than 8 subjects that the trainee should have legal skills in.

N	G	A		N	G	A	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Legal Theory	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Social Security Law
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Legal History	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Tax Law
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Civil Law	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Administrative Law
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Consumer Protection Law	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Constitutional Law
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Contract Law	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Environmental Law
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Health Law	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Criminal Law

N G A

- Family and Inheritance Law
- Industrial & Intellectual Property Law
- Information Technology Law
- Insolvency Law
- Private International Law
- Property Law
- Tort Law
- Civil Procedure
- Criminal Procedure
- Banking Law
- Commercial Law
- Corporate Law
- Insurance Law
- Labour Law
- Securities (share, stocks, bonds)

N G A

- Public International Law
- Human Rights
- International Arbitration
- International Taxation
- Maritime and Transport Law
- Mergers and Acquisitions
- Competition Law
- Comparative Law
- European Constitutional Law
- European Competition Law
- European Economic Law

Other

Please give a short overview on the tasks the trainee will have to fulfill.

Please specify any additional information a potential applicant may require for the traineeship.

Contract

This form is considered to be a formal contract and commitment between ELSA and the company/organisation stated on this form. Changes that are made after signing the contract have to be done in writing and confirmed by both parties.

Taking a trainee through STEP, the Student Trainee Exchange Programme of ELSA,

the company/organisation commits:

- to have completed this form correctly
- to provide ELSA with the logo of the company/organisation that can be used by ELSA on its website while promoting the traineeship
- to process the personal data from the applications only in accordance with instructions from ELSA as set in ELSA's [Privacy Policy](#) and in accordance with the applicable data protection laws; not otherwise modify the content of the personal data or disclose or permit the disclosure of any of the personal data to any third party unless specifically authorised to do so by ELSA or the data subject; ensure that its agents, sub-contractors and employees implement appropriate measures to protect personal data against unauthorised or unlawful processing and against its loss, destruction, damage, alteration or disclosure
- to provide a traineeship under the conditions stated in this form
- to provide the trainee with relevant material before the traineeship begins, if prior preparation is required on a specific topic
- to select the above-mentioned number of applicants provided by ELSA as long as these applicants fulfil the requested requirements set in this form and reach the expected demands and expectations of the company/organisation.
- to submit the ranking of the selected applicants to ELSA through the online interface, within three weeks after receiving the notice and applications from ELSA
- to pay the trainee the compensation stated in this form
- to integrate the trainee at best in the company/organisation
- to provide the trainee with adequate conditions where the traineeship is going to take place, in accordance with the applicable national laws
- to complete the online Evaluation Form.

The traineeship can only be cancelled due to a valid reason. As a valid reason is considered

- a. meanwhile insolvency of the company/organisation,
- b. no suitable applicants
- c. or similar.

In case the company/organisation cancels the traineeship without any valid reason, the company/organisation covers possible damages (i.e. booked accommodation, travel tickets etc.).

ELSA commits

- to promote the traineeship within the ELSA Network
- to search for the most qualified applicants amongst the applicants that applied for this traineeship
- to conduct pre-selection of the applicants

Company Stamp

ELSA Stamp

Name

Name

Date, Signature

Date, Signature
